

# MANO EN MANO · HAND IN HAND

## Employment Application

*Mano en Mano is an Equal Opportunity Employer*

Instructions: Please provide a resume and cover letter in addition to this information. Your background, qualifications, and credentials will be verified during the application process. Attach additional sheets if necessary.

Full name (legal): \_\_\_\_\_

Have you ever worked, attained licensing or certification, or attended school under another name? If so, list it here: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of the Job You're Applying for: \_\_\_\_\_

Only U.S. citizens or residents who have a legal right to work in the U.S. are eligible for employment. Can you, after employment, submit verification of your legal right to work in the United States (circle one)?                      Yes                      No

Are you at least 18 years of age?                      Yes                      No

Do you have a valid driver's license?                      Yes                      No

Please list any foreign languages you are proficient in and briefly describe your ability level:

---

---

### **Licenses, Certifications, and Registrations (attach copies if possible)**

<u>Type</u>	<u>License Number</u>	<u>State of Issue</u>	<u>Expiration Date</u>
-------------	-----------------------	-----------------------	------------------------

---

---

---

**Mano en Mano conducts background checks.**

Have you ever been convicted of any violation of the law by any court of law? Include any guilty pleas entered, military courts martial, traffic violation convictions for Operating Under the Influence (OUI), or traffic violations that resulted in your license being suspended. Do not include any conviction(s) occurring before your 18th birthday or traffic violations not listed above.

Please print your answer (either "yes" or "no") in the space provided: \_\_\_\_\_

If yes, please list: Offense(s)

Dates of Conviction(s)

---

---

*Continue to a separate page if necessary.*

Not all conviction(s) will automatically disqualify you from employment but will be considered in relation to specific job requirements. Omission or misrepresentation of this information will result in employment ineligibility.

**Please read and sign the following statement:** I certify, under penalty of the law, that the information given in this application is correct and complete to the best of my knowledge. I am aware that, should investigation at any time show falsification, I will not be considered for employment or, if employed, I may be dismissed. I hereby authorize Mano en Mano/ Hand in Hand to make all necessary investigations concerning me, my work habits, character, or my action in any transaction. I authorize Mano en Mano / Hand in Hand to check my driving record if the position for which I am applying requires driving. I further authorize and request each former employer, person given as reference, educational institution or organization (including law enforcement agencies) to provide all information that may be sought in connection with my application. I understand and agree that I will be required to ratify the information contained in this application by signature as a condition of employment:

Signature

Date

---